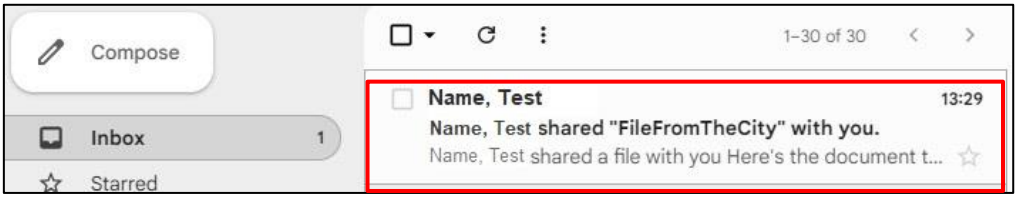
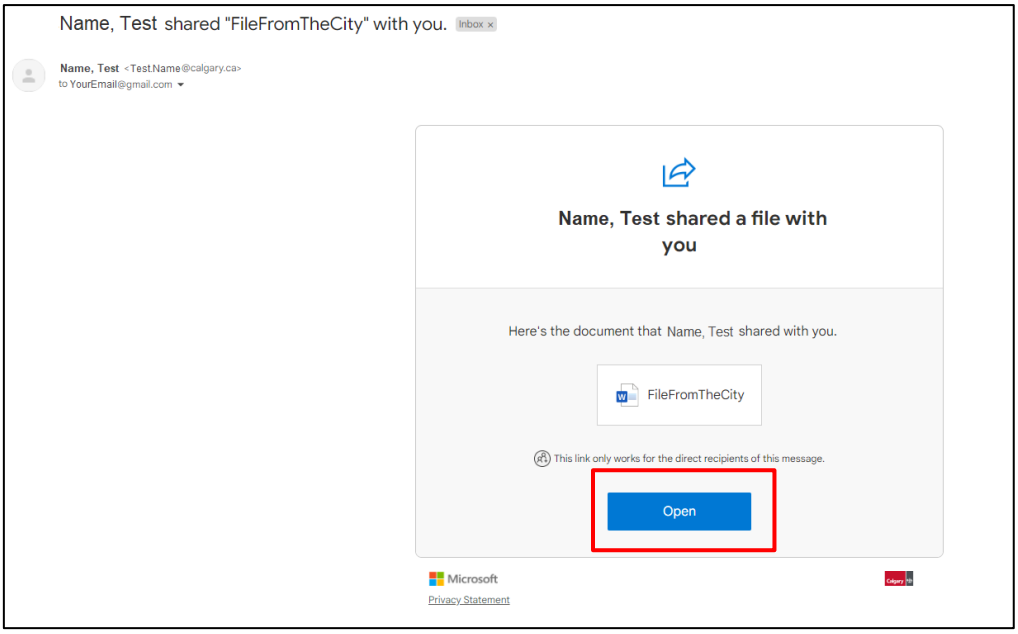
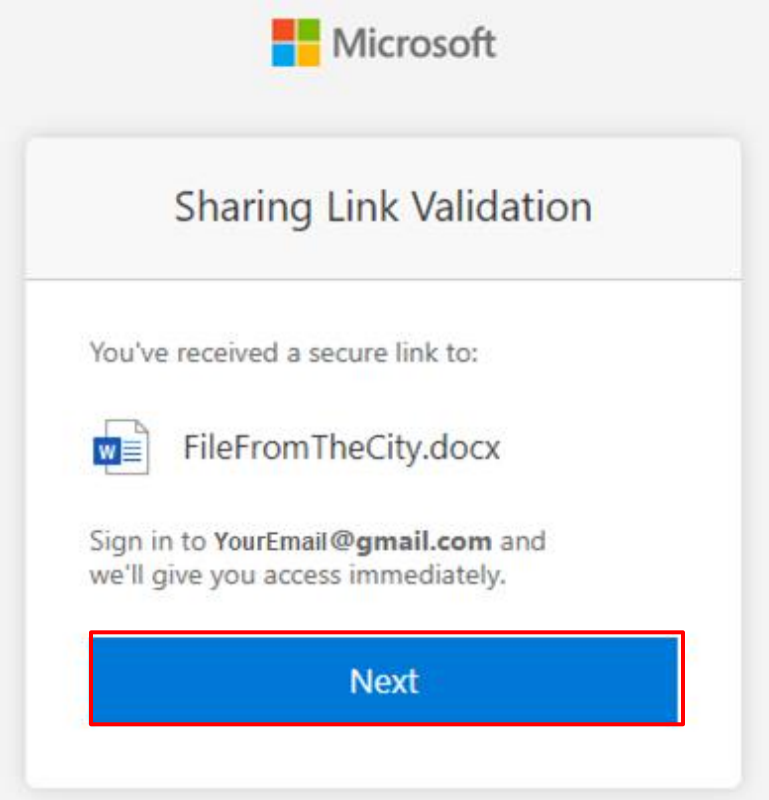
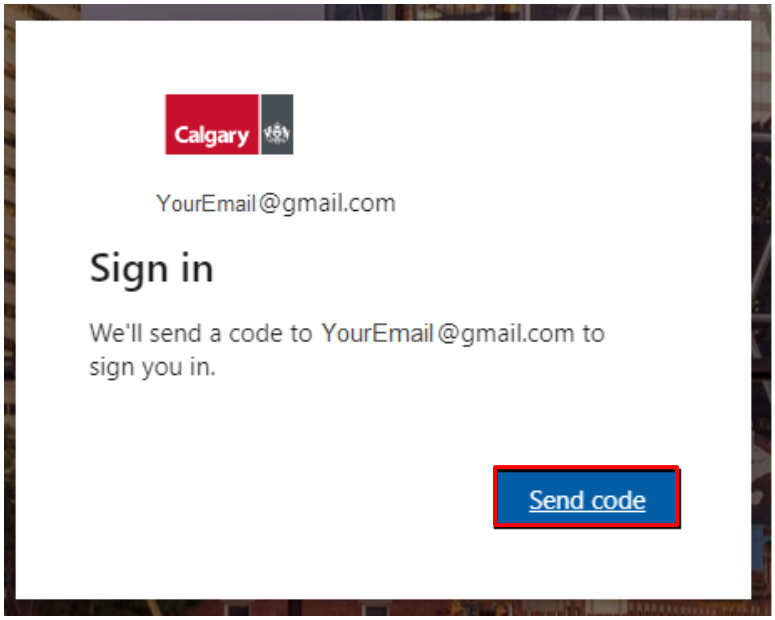
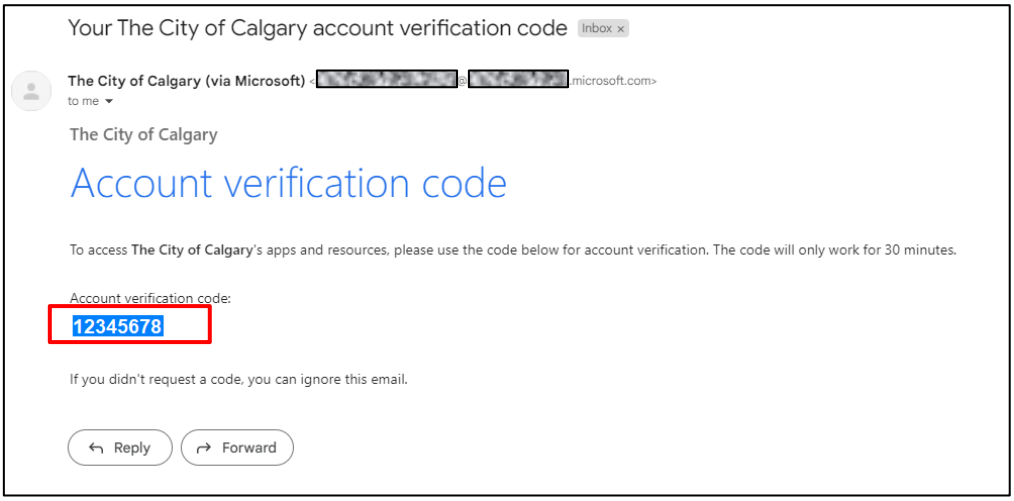
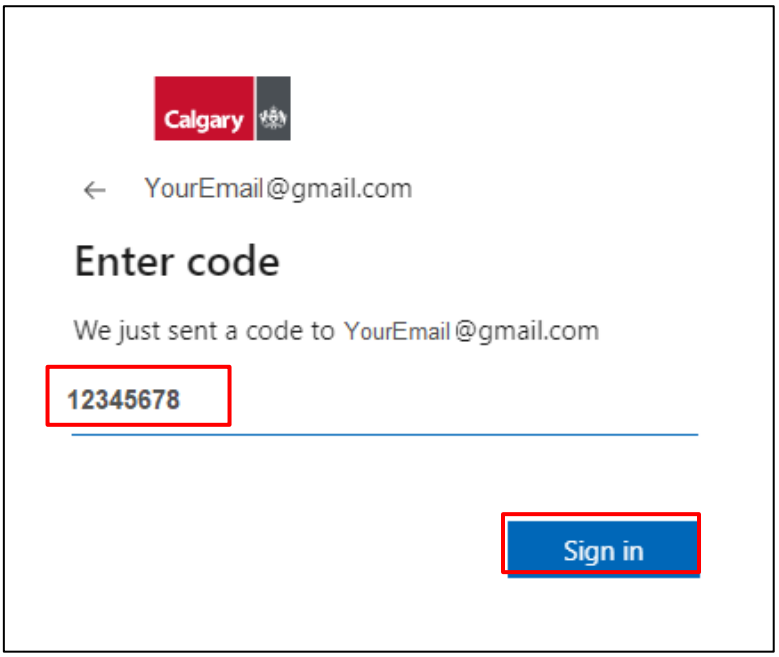
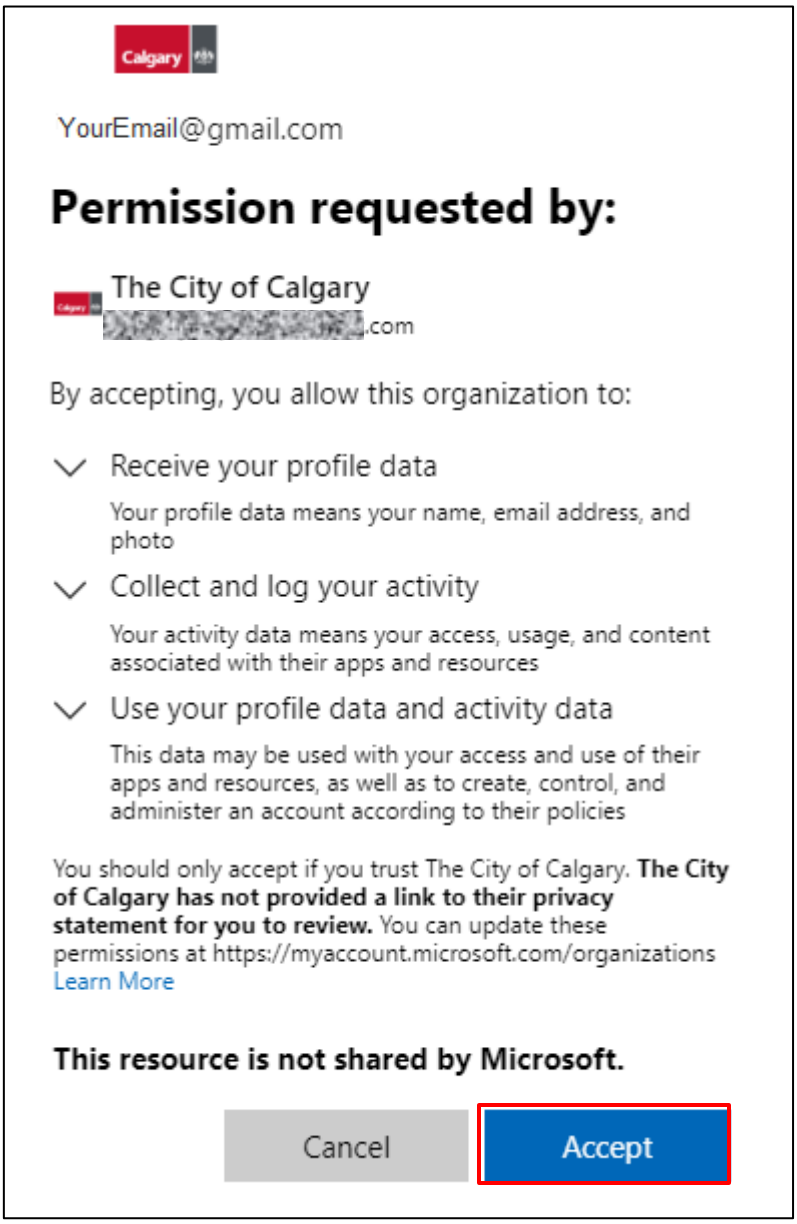
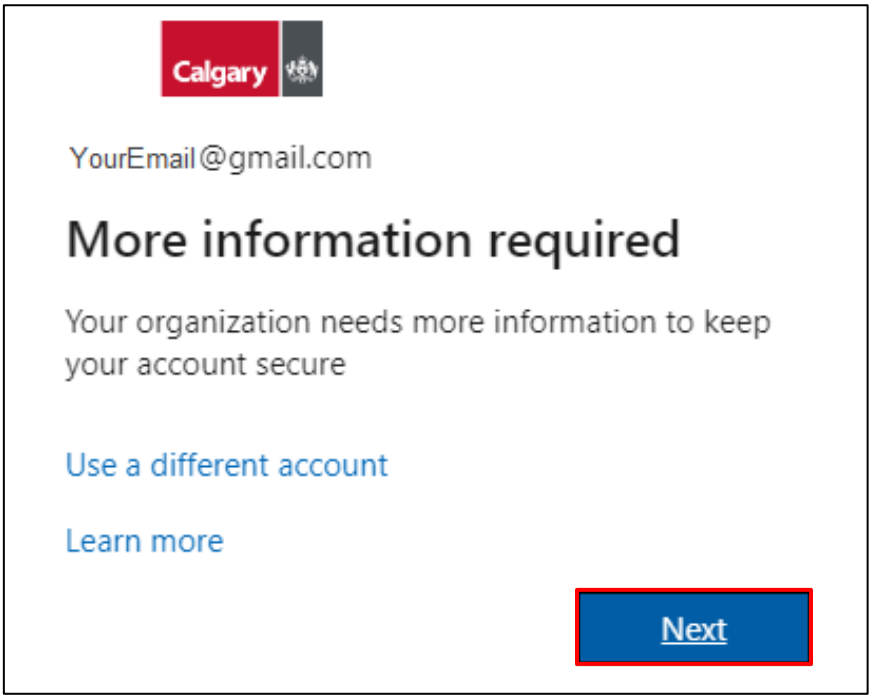
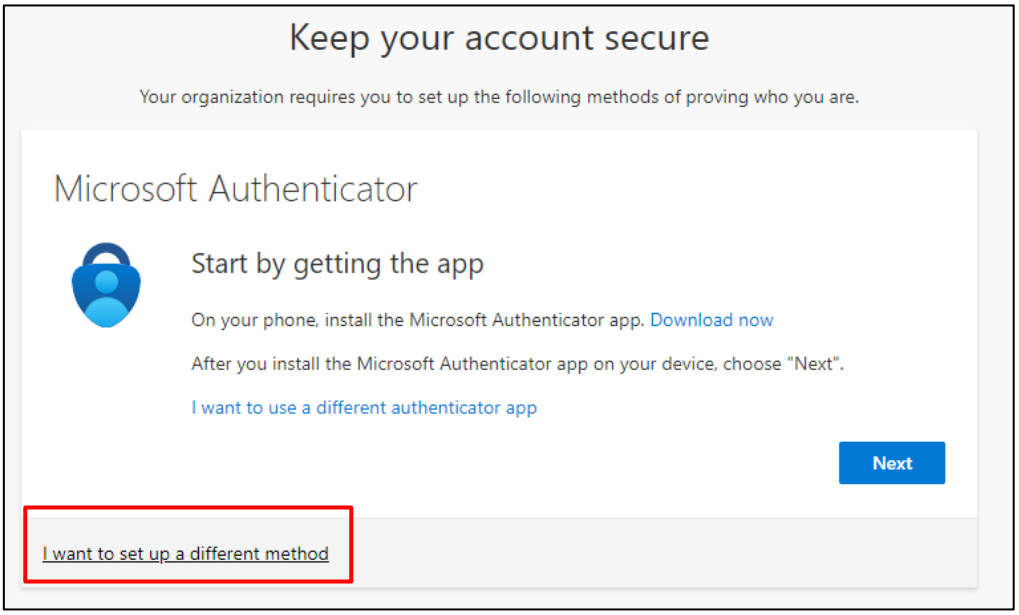
How to access a file that was shared with you by your City of Calgary contact if you DO NOT have a Microsoft account:

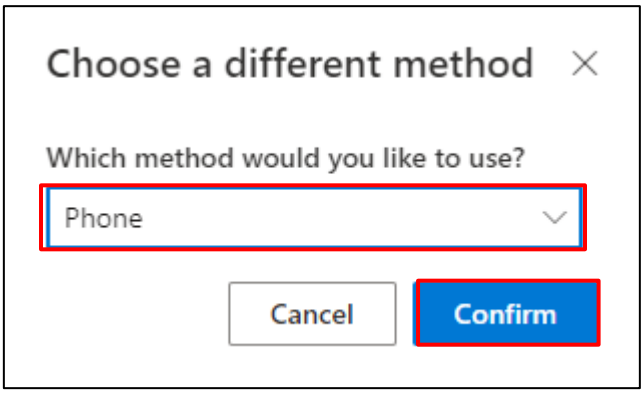
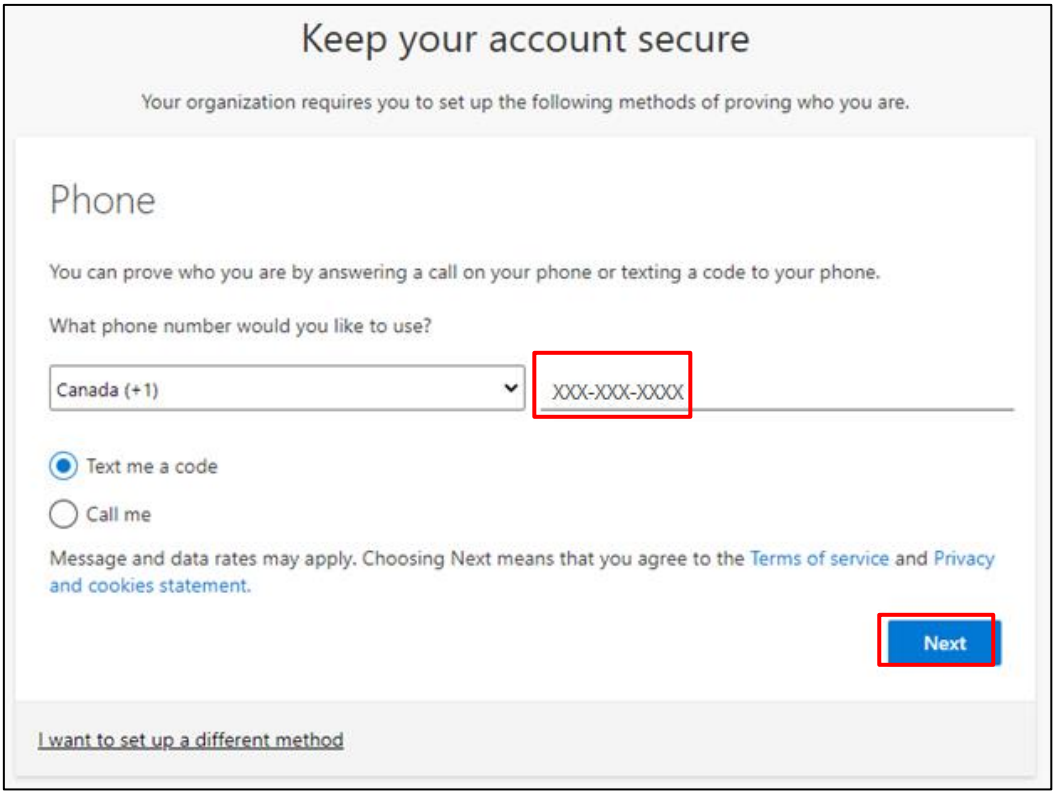
Step	Action
1.	Open the email that you received from your City contact. 
2.	**Click** the **Open** button in the email. 

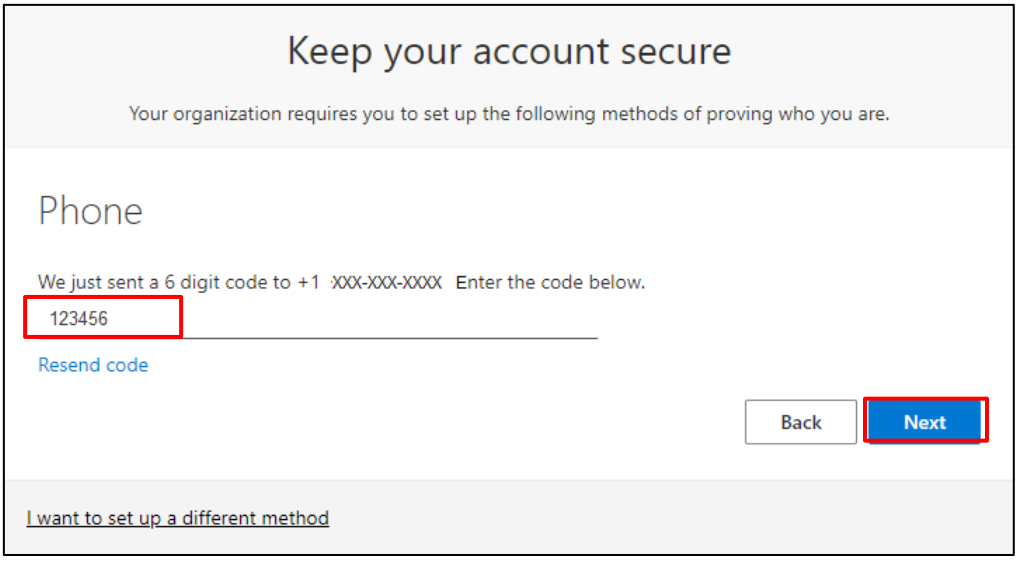
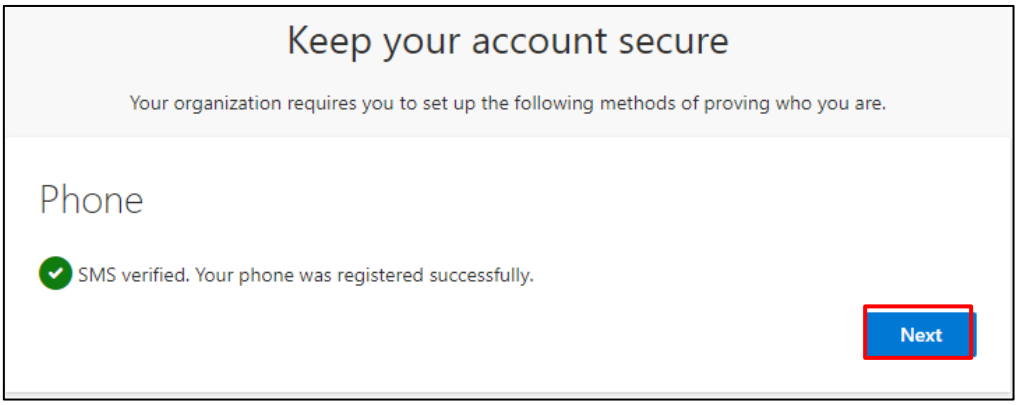
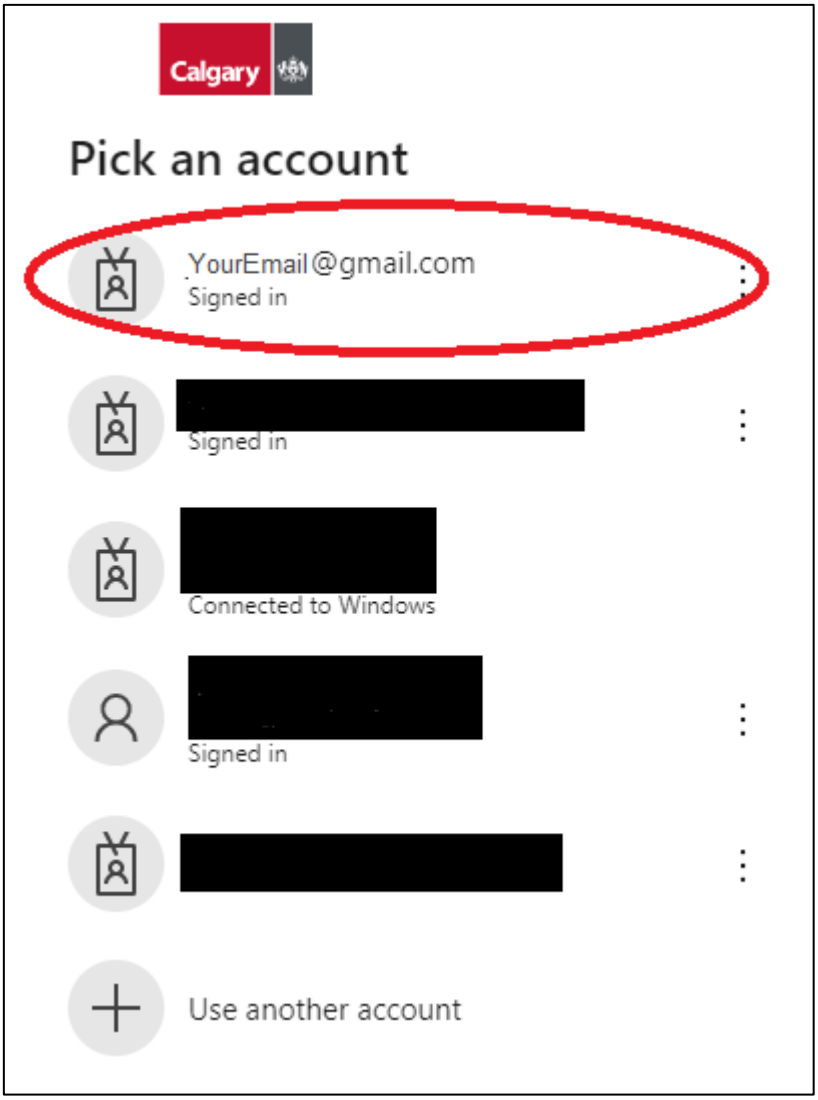
3.	A tab will open in your web browser.  **Click** the **Next** button
4.	At the Sign in screen, **click** the **Send code** button.  A code will be emailed to you.

5.	Go back to your email and open the new email from The City of Calgary.
6.	Copy the verification code that is in the email. 
7.	Go back to your web browser and paste the verification code in.  **Click** the **Sign in** button.

8.	On the Permission screen, **click** the **Accept** button. 

9.	Microsoft will then request more information to secure your account. **Click** the **Next** button. 
10.	To secure your account using text message, click **I want to set up a different method**. 

11.	Select **Phone** from the menu and click the **Confirm** button. 
12.	Select your country and enter your phone number. Select **Text me a code** and **click** the **Next** button.  You will receive a text message with a code to your mobile phone.

13.	Enter this code and click the **Next** button. 
14.	You registration will be confirmed.  Click the **Next** button. Once completed, you will see a success confirmation. Click the **Done** button.

15.	If you are prompted to choose an account, ensure that you select the same email address that you have been using during the preceding steps.